



State of Montana Job Vacancy

Department of Transportation

Billings District

424 Morey Street

PO Box 20437

Billings, MT 59104-0437



June 30, 2008

Internally/Externally Statewide

*An Equal Opportunity
Employer*

Internal/External Statewide

Position Title: Civil Engineering Specialist
Position Number: 54192438
Classification Code: 172515
Work Comp Code: 9811
Bargaining Unit/Code: MGMT/0000-9
Division: Billings Construction
Location: Billings
Job Status: Permanent
Work Shift: As Assigned
Area Code: 541/0025134
Supervisor: Mike Taylor
Grade/Salary: Band 5 / \$40,687/Annual
(Salary will be set in accordance with the pay plan rules)
Supplement: No
Closing Date: 14-JUL-2008

Application Deadline

In-state and out-of-state applicants are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you can mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center. A version of the State Application Form (PD-25) may be downloaded from the Job Service web site: <http://wsd.dli.mt.gov/service/app.asp>

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Application and Selection Process

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form and resume.
2. A structured interview.
3. Reference checks.

All applicants must submit the following documents by the closing date to be considered for this position. These documents will be used to evaluate your qualifications.

- * A signed and completed State of Montana Application (PD-25).
- * Resume.
- * An employment preference is available to eligible veterans, disabled veterans, handicapped civilians, and spouses of certain veterans and handicapped civilians. If claiming preference, the employment preference form (PD-25A, 12/93) plus the DD-214 (and DPHHS certification, if appropriate) must be submitted with the application.

Note: Applicant must complete ALL sections of the state application.

Transcripts: If you have attended or graduated from a college, university, community college, vocational-technical, or other school beyond high school, you are encouraged to submit grade transcripts because they help determine whether or not you are qualified to continue in the selection process. If you have a masters' degree, include transcripts for both your masters' and your bachelors' degrees.

If you are the successful candidate, and the position for which you applied requires a degree(s), or you used a degree to meet position qualifications, you will be REQUIRED to produce an official transcript(s), which must show the degree(s) and date(s) awarded, as a condition of employment.

Description of Position

Works as a team member on a project construction crew assisting the Project Manager or Construction Technicians oversee the construction of highway projects by contractors. Duties may include: construction survey layout, including horizontal and vertical line control, culvert staking, slope staking, sign staking; materials testing, including soils, aggregate, asphalt, and concrete; nuclear density testing of soils, aggregates, and asphalt mixes; inspection of materials and work performed by contractors; and contract administration including documentation, processing estimates for payment and various other duties.

Job Requirements

Working Conditions and Physical Demands: Employee in this position may be required to work in an office setting and outdoors. May be required to work in all climatic conditions on outdoor assignments.

Education: Degrees that will be considered are Bachelor of Science Degree in Civil Engineering, Construction Engineering Technology or a related degree.

Work experience in highway design, surveying, and construction is desirable.

Knowledge: Working knowledge of the theory, principles, methods and techniques of structural engineering and the associated mathematics and physical sciences, including data processing and/or computers.

Skills: Skill in the use of field and or office engineering instruments; computer applications, for example: Windows, word processing, mail, spreadsheet and related engineering applications.

Abilities: Ability to carry out engineering analyses and studies; to design projects and prepare associated reports; to apply engineering concepts, techniques and procedures to a variety of situations and circumstances; to read, interpret and analyze engineering reports, plans, designs, and specifications; to communicate effectively, orally and in writing; establish and maintain effective working relationship with employees, other agencies and the public; to enter data into computer applications programs; and to use computer programs to extract information for use in engineering analyses.

Special Requirement: The employee must be eligible to take and pass the Fundamentals of Engineering Exam within 24 months of the date of hire.

In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to supply documentation within 3 days of hire proving that he/she is eligible to work in the United States. Examples of documentation include a social security card along with a driver's license or other picture ID, a US passport or a green card. The Department of Transportation does not sponsor H1B Visa Petitions. To be eligible for permanent employment with the Department, an applicant must have a current US Green Card.

In accordance with the Montana compliance with military selective service act, males new to state government employment must produce documentation showing compliance with the federal military selective service act. Examples of this documentation include a registration card issued by selective service, a letter from selective service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with selective service was not done knowingly or willfully.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the State to consider any such

accommodation, the applicant must make known any needed accommodation.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6331 or TTY (406) 444-7696.